

CHAPTER 13

NAVY OCCUPATIONAL SAFETY AND HEALTH COST DATA (SHORE ONLY)

1301. Discussion

a. The Navy is required to maintain occupational safety and health (OSH) program cost data for the Department of Defense (DoD), Congress and the Occupational Safety and Health Administration (OSHA).

b. The current Navy accounting system does not provide for the collection of some of the specific data required. Until the system is modified, each Navy activity must rely on its own ability to track the Navy Occupational Safety and Health (NAVOSH) program costs.

1302. Applicability

The requirements in this chapter apply to Navy headquarters commands. The following activities are excluded:

- a. Reserve Officer Training Corps (ROTC) units
- b. Industrial and/or research plants operated by private contractors (civil works)
- c. Petroleum reserves
- d. Military Assistance Advisory Groups and Defense Attache Offices
- e. All ships and aircraft
- f. All squadrons, wings, groups and other operational commands.

1303. Data Requirements

Each headquarters command shall submit the cost data described below to Chief of Naval Operations (CNO) (N45) by 15 January of each year and use OPNAV 5100/13 (Appendix 13-A) format for this purpose. The Navy requires a separate submission for each appropriation (e.g., Operations and Maintenance, Navy (O&M,N); research, test, development and evaluation (RTD&E); Navy Working Capital Fund (NWCF), etc.) to which activities charge NAVOSH expenditures. The Navy requires cost information for the past fiscal year. For those items where actual data is not available, activities shall provide estimates and indicate all estimates by an asterisk on the form. The Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) shall provide to CNO (N45), by 1 January each year, a summary of centrally-managed NAVOSH hazard abatement funds expended for the past fiscal year.

a. Personnel. Headquarters commands shall submit the manpower costs required to operate the NAVOSH program. They shall report the data in terms of the number of full-time equivalents (FTEs) and salary costs for both military and civilian employees considered to be part of the OSH office staff. The salary and FTEs of OSH personnel are subdivided into four categories: professional safety; occupational health professionals; clerical support personnel; and other. Activities must show the amounts for each of these categories in the appropriate columns. Include only full-time personnel charged to OSH. For collateral duty personnel, include the number of personnel, but do not include labor costs unless they are charged to an OSH account. Echelon One and Two commands shall

unless they are charged to an OSH account. Echelon One and Two commands shall consolidate data to include headquarters OSH personnel. Activities shall include medical technicians (laboratory technicians, X-ray technicians, etc.) who are involved in employee medical examination programs in this cost data if they support occupational health programs full-time. The activities to whom these employees belong will report the costs.

b. Training. Each year, headquarters commands shall report the total cost of all OSH-related training, attended by OSH staff (for example, tuition costs and course material charges), and any costs incurred by the headquarters command resulting from safety training for instructors/contractors teaching safety.

NOTE:

Report personnel costs (labor) and travel costs associated with training under "Personnel" and "Travel/Per Diem", respectively.

c. Travel/Per Diem. This item includes all travel and per diem costs that activities associate with attending OSH training, conducting inspections or visits, and attending meetings.

d. Supplies/Materials. This item includes the cost of all supplies and materials activities use in the NAVOSH program (whether purchased by the OSH office or not). Items are subdivided into two categories - personal protective equipment (PPE) and other. The PPE category includes the cost of items such as respirators, face shields, eye protectors, and earplugs. The "other" category includes the cost of signs, posters, publications, consumables, etc.

e. Equipment. This category includes the cost of all equipment, exclusive of equipment used to abate deficiencies, that the OSH staff requires and charges to safety accounts. Activities shall include costs for items such as an air sampling pump, sound level meter, computer software, etc. in this category.

NOTE:

Activities can purchase equipment via alternative appropriations (e.g., equipment with a unit cost of \$25,000 or more) such as Other Procurement, Navy (OPN) funds. Activities shall ensure that they provide reports for alternative appropriations.

f. Other Operating Expenses. This item includes any other charges to OSH accounts. Activities shall also report in this category any significant expenditures they normally budget separately at the Echelon Two command level. Some examples are gas free engineering, systems safety, laser safety, asbestos control, respiratory protection, hearing conservation, contractor support, hazardous material control, hazard abatement, etc. If activities use this line item, they shall ensure that these same expenditures are not already accounted for elsewhere.

g. Totals. The sum of each cost item indicated on lines 1 through 7 for the fiscal year.

1304. Responsibilities

Commanders of Echelon One and Two commands shall:

- a. Develop and issue procedures to collect the required cost data from subordinate activities
- b. Consolidate by appropriation the cost data submissions they receive from subordinate activities and forward to CNO (N45).

Appendix 13-A
Navy Occupational Safety and Health (NAVOSH) Program Costs

OPNAV 5100-21

NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM COSTS							
APPROPRIATION (Circle One): O&M- N OPN MILCON NCWF RDT&E							
COST ELEMENT	PAST FISCAL YEAR						
	\$(000)	FTE			COLLATERAL DUTY		
		# CIV	# MIL	#CONTR	# CIV	# MIL	CONTR
1. PERSONNEL							
a. Professional Safety							
b. Occupational Health Professionals							
c. Clerical Personnel							
d. Others on Staff							
2. TRAINING							
3. TRAVEL/PER DIEM							
4. SUPPLIES/MATERIALS							
a. PPE							
b. Other							
5. EQUIPMENT							
6. DEFICIENCY ABATEMENT (Local Funding)							
7. OTHER OPERATING EXPENSES							
TOTALS							
NAME OF PERSON SUBMITTING THIS DATA:							
DSN PHONE:				COMM PHONE:			

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